

**Lookout Landing Phase III Homeowners Association
Design Review Application Instructions**

All modifications to the exterior of your home including changing paint color, additions like sheds, porches or fences or modification to sheds, porches, fences or landscaping, require written approval from the Lookout Landing Phase III Design Review Committee prior to starting the project. Failure to obtain approval prior to beginning a project, or failure to complete a project according to the approved plan, may result in a fine, a requirement to return the property to its former condition or make modifications.

These instructions and all applications are provided for a user-friendly reference guide. Please be sure to review the governing documents for all requirements of the CC&R's. These applications and instructions may not be inclusive to Article 11, Section 11.8, 11.12 and Exhibit E, F.

Application and project process:

1. Complete the Design Review Application.
2. Complete the detailed Design Review Application specific to the type of project. These forms contain additional instructions, details and requirements specific to that project. For complex projects or those without a specific form, a letter with supporting documents may be submitted. All applications should contain as much detail as possible in order to speed review and approval.
3. Specific application forms available:
 - a. Paint
 - b. Fences
 - c. Landscape
 - d. Accessory Buildings
 - e. Satellite Dish or Exterior Antenna
4. Submit all documents and attachments required in the application instructions to the Management Office in person, by mail or by email.
5. The Management Office will review the application for completeness and will contact you if additional information is needed. It will NOT be submitted to the Lookout Landing Phase III Design Review Committee until the application contains all needed information.
6. The Lookout Landing Phase III Design Review Committee will review the application and render a decision as quickly as possible. With a detailed and complete application, approval is usually provided with 1-2 weeks.
7. Application approvals will specify any additional conditions that must be followed.
8. Once an application has been approved, the homeowner must not vary from the approved plan. If a change is needed or desired, the homeowner must notify the Management Office and file an amended application for consideration prior to initiating any changes. Projects not completed to plan may be required to be removed or modified.
9. Upon completion of the project, the homeowner must notify the Management Office that the project is complete and arrange for a final inspection.

Avoid approval delays, fees and fines by submitting a detailed plan, completing the project as approved and keeping the Management Office apprised of the project status.

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What to expect from an on-site inspection:

- The Management Office will schedule an appointment with the homeowner to inspect the project for compliance with the approved plan.
- The Management Office will note any deficiencies from the approved plan and provide the homeowner a list of items to correct.

If deficiencies are found, the homeowner must notify the Management Office when the deficiencies are corrected. If another on-site inspection is required, a fee for an additional inspection may apply.